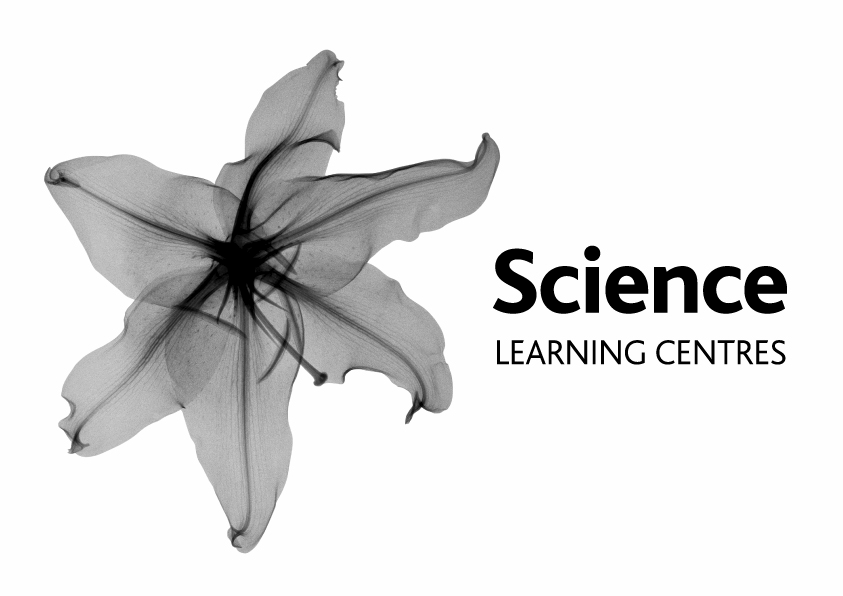
Declaration of Supply Cover Costs for SASP



|  |  |
| --- | --- |
| **1** | TO BE COMPLETED BY THE PARTICIPANT (Please use block capitals) |

|  |  |  |
| --- | --- | --- |
| Name of SASP Course participant |  | |
| Name of School |  | |
| Address of School |  | |
|  |  | |
|  |  | |
| Email address of participant |  | |
| Centre attended |  | Topic: Physics/Chemistry (delete one) |
| Participants signature |  | |

|  |  |
| --- | --- |
| **2** | TO BE COMPLETED BY AUTHORISED OFFICER OR HEADTEACHER |

The reimbursement of Supply Cover will be £75.00 per half day and £150.00 per full day inclusive of VAT

Dates Supply Cover claimed for (max 40 days):

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Attendance\* | Value | Date | Attendance\* | Value | Date | Attendance\* | Value | Date | Value |
|  |  |  |  |  |  |  |  |  |  |  |
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* Attendance should be listed as NC (Non Contact) F2F (Face to Face) A Absent O – Other (please state)

Claims for reimbursement can be submitted at three points throughout the year but only for cover that has been paid. These are deadline dates. Claims received after these dates will be processed in the next claim.

1. November 15th 2010
2. February 7h 2011
3. **July 18rd 2011 - FINAL DEADLINE: ALL CLAIMS MUST BE RECEIVED BY THIS DATE.**

**Declaration:**

I declare that the costs claimed above were incurred by this organisation and are for cover whereby:

* participants were away from school on SASP activity during a normal school day (either face to face training or personal development days).
* the day covered was a day that the participant would normally be timetabled to teach.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed: |  | | |
| Print: |  | Date: |  |
| Position: |  | | |

Payment will be made by cheque. Audits may be carried out.

Completed hard copy forms to be sent to:

Drolkyi Michelle Ellwood

Programme Administrator

National Science Learning Centre

University of York

Heslington

York

YO10 5DD

Enquiries:

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